

**County of San Bernardino  
Department of Behavioral Health**

**Position Transfer, Reassignment, and Borrowing Policy**

Effective Date 7/94  
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**Allan Rawland, Director**

**Policy** It is the policy of the Department of Behavioral Health (DBH) to perform department position transfers and borrowing, and employee reassignments, by following proper protocol and utilizing the [Intra-Department Transfer \(IDT\) form](#), and [Borrowed Position Requisition form](#).

**Purpose** To establish uniform standards and ensure protocol adherence in the handling of all position transfers, reassignments, and borrowing within DBH.

**Intra-Department Transfer (IDT) form** The **Intra-Department Transfer (IDT) form** monitors the location of each position by program; it is utilized to transfer positions within a department and officially reassign employees from one position number to another, within the same classification.

**Borrowed Position Requisition form** The **Borrowed Position Requisition form** is utilized to communicate an agreement between programs regarding a position that will be borrowed for a limited time until the borrowing program can acquire its own position number according to proper procedures.

**Roles and Responsibilities** The following describes specified staff and their responsibilities in relation to position transfers and borrowing and employee reassignments:

Role	Responsibility
DBH Fiscal	Generate the "Positions by Pay Period" report and post to the fiscal reports share drive on a monthly basis.  <b>Note:</b> This allows for Program Managers, Supervisors, and Secretaries to review the report on a monthly basis.

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DBH Employee Requesting Reassignment	Complete an Employee Intra-Department Reassignment form and turn into payroll.
Program Manager/ Supervisor/ Designee	Initiate position transfers and employee reassignments within their division and verify accuracy of the current position list.
Program Manager	Initiate the Borrowed Position Requisition within their division.
Director/HRO Designee	Receive and review the IDT forms turned in and forward to payroll; and initiate the IDT process after the Borrowed Position Requisition form has been turned in.
DBH Payroll	Complete and finalize the department position transfer, employee reassignment, and borrowing process.